

# DUNSFOLD PARISH COUNCIL

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GU8 4PB

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## MINUTES

Minutes of the Parish Council Meeting held on Tuesday 10th October 2023  
at 7.30 pm in the Nugent Room, Winn Hall, Dunsfold.

Cllrs Present:

Cllr Nigel Waterson - Chair

Cllr Chris Lindesay - Vice Chair

Cllr Roy Enticknap

Cllr Jane Wright

Cllr Mel Shone

Cllr Tigi Singhateh

Clerk to meeting: Celeste Lawrence, Clerk & RFO

Public: 7 & Cllr Kevin Deanus

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### 1. APOLOGIES FOR ABSENCE

The Council AGREED to the absence of Cllr Fraser due to a prior commitment.

### 2. DECLARATIONS OF INTERESTS

None declared.

### 3. NEIGHBOURHOOD PLAN PRESENTATION BY Urban Vision Enterprise (UVE)

Dave Chetwyn, UVE, gave a short presentation on the next steps of the NP which are to develop the criteria for site allocations and put that out to the public for consultation. The consultation/engagement document on the previous draft Plan is inadequate, there was a lack of clarity about the criteria for site selection and overall this amounted to an "unlawful submission". The Strategic Environmental Assessment needs to be updated and Regulation 14 will have to be repeated. The time implication was largely up to the council however Spring of 2024 for either Regulation 14 or 15.

Questions from residents: Q: What are the time scales? A: Unsure as it is largely up to the council's work rate but around Spring 2024 but couldn't say whether that was for Reg 14 or Reg 15.

Q: Will the village be invited to put forward sites again given that new owners would have come into the village in the past 6 years and may like the opportunity to put their site forward? A: That would be up to the council to decide.

### 4. PARISH COUNCIL MINUTES OF THE PREVIOUS MEETING

Cllr Lindesay requested that an addition be made on item 17 Receipts and Payments of the September meeting to include Cllr Lindsay's note and approve the minutes as a correct record. No vote was taken. Chair asked for any objections; there were none.

Cllr Wright queried the public session where the reference to the 8 week delay caused by the withdrawal of the Neighbourhood Plan and requested that an addition of the Chair's reply that he refuted the existence of the 8 week estimate. The Chair accepted that an amended motion put forward by Cllrs Lindesay and Singhateh did indeed have 8 weeks on the amendment and was published on FaceBook however after further amendment the motion specified "a reasonable period".

### 5. REVIEW OF ACTIONS FROM THE PREVIOUS PARISH COUNCIL MEETING

Item 12 September meeting: Code of Conduct training. The Clerk reported that no training was available through SALC or NALC on the Code of Conduct.

Cllr Shone noted that the village car park had been repaired by Waverley.

Cllr Waterson reported that a parishioner was recording council meetings and requested that the Clerk or Chair was given advance notice of any recordings.

### 6. PLANNING NOTIFICATIONS

Circulated with the agenda.

## 7. PLANNING APPLICATIONS

WA/2023/02021 - Wrotham Hill Cottage, Wrotham Hill, Dunsfold, GU8 4PA

Certificate of lawfulness under section 192 for the proposed siting of a shipping container container for use ancillary to residential property.

Decision: Object

WA/2023/01993 - Wrotham Hill Cottage, Wrotham Hill, Dunsfold, GU8 4PA

Certificate of lawfulness under section 191 for use of roof space of the garage building for the purposes of habitable accommodation - contrary to condition 2 of consent wa/2003/2383.

Decision: Object

WA/2023/02073 - Land Centred Coordinates 501615 137177 High Loxley Road Loxhill

Erection of an agricultural workers dwelling and associated works.

Decision: Object

WA/2023/02068 - The Gate House, Burningfold Hall, Chapel Hill, Godalming, GU8 4NZ

Erection of extensions and alterations following demolition of existing attached garage and outbuilding with associated landscaping.

Decision: No objection

## 8. COMMITTEES

Draft attached to the agenda.

KGV - now all councillors on the committee. Neighbourhood Watch Officer's will be Cllrs Shone, Lindesay and Singhateh. War memorial is part of the FoDC. Rights of Way is Cllr Fraser. Terms of Reference for the finance committee are needed. Finance meeting needed, a chair to be assigned and report back to the next meeting.

## 9. TIDY AND WEBB QUOTE

Attached to agenda.

**Amend motion from:** To AGREE the quote to proceed with the works listed. To RESOLVE to fund this with s106 Woodland funds. **To amended motion:** AGREE the quote to proceed with the works listed. To RESOLVE to fund this with general reserves funds. Amendment proposed by Cllr Enticknap: seconded by Cllr Singhateh. Two councillors voted against, two councillors abstained. The chair had a casting vote and voted against the amendment.

After discussion, the Clerk suggested that the finance committee meet to make sure everyone was clear on how these works would be funded. The Chair suggested that after the finance meeting an Extraordinary Parish meeting could be called to reconsider the motion. The Chair asked if this amount had been budgeted for.

The Chair opened the meeting to the public at 8.37pm

A parishioner recalled that a previous councillor had agreed that money for the Gratton pathway would be taken from the s106 money and the rest from reserve.

A parishioner reported that the fence at the KGV was broken. Drugs are being used there. Glendale are not adhering to their contract and the grass has not been cut apart from the pitch. The play area needs to be looked at. Cllr Singhateh reported that he had contacted Glendale and they will cut the grass. He further reported that there was no maintenance contract with Flights of Fantasy (play area).

A parishioner agreed that the Gratton pathway money should not be funded by s106 woodland money. There had been a sum of £4160 for agreed works. The extra work costing £23499 was not agreed at the meeting but was work to do some time in the future. In order to get the works complete, it was agreed to take the funds from general reserves.

A parishioner noted that while it was good to see the council in the parish magazine, the content was disappointing and there should have been more information so the whole village was aware of the good work being done by the council.

The Chair closed the meeting to the public at 8.50pm

#### 10. POLICE REPORT

The report attached to the agenda was noted. It was suggested that the report be added to the website.

#### 11. NEIGHBOURHOOD PLAN

It was agreed that a finance meeting should take place before voting on the use of reserves and an Extraordinary Parish meeting be held to resolve both the NP and Tidy & Webb costs.  
Cllr Waterson withdrew the motion.

#### 12. FINANCIAL REVIEW

Note and quotes attached to the agenda.

Motion 1: To implement the annual procedure and process review of the Council as required by section 1.5 of the adopted financial regulations. Proposed by Cllr Lindesay: seconded by Cllr Wright and unanimously agreed.

Motion 2: To AGREE the recruitment of a new internal Auditor as required by section 2.5 of the financial regulations. Proposed by Cllr Lindesay: seconded by Singhateh and unanimously agreed to appoint April Skies as the councils internal auditor.

#### 13. LEGAL COMMUNICATIONS

**Amend motion 1 from:** To resolve that the council is prepared and capable of receiving legal documentation served by email and to instruct the Clerk to acknowledge all future requests on the subject in the affirmative.

**To amended motion 1:** To note the legal advice received by email on 19 Sept 2023 from Surrey Hills Solicitors concerning the service of documents by email in litigation. Amended motion proposed by Cllr Shone: seconded by Cllr Waterson and unanimously agreed. Motion proposed by Cllr Shone; seconded by Cllr Wright; Cllr Enticknap abstained from voting; 3 councillors agreed.

**Amend motion 2 from:** To instruct the clerk to contact Leigh Day solicitors to serve any future documents in the ongoing action to Council by email. **To amended motion 2:** 2a) To resolve in light of that advice, the Council agrees to accept service of documents by email as an alternative to post. 2b) To instruct the Clerk to contact Leigh Day solicitors (acting on behalf of Protect Dunsfold Limited) by email to invite the service of future documents relating to that legal action by email and to agree in writing to such service by email, PROVIDED THAT the sole permitted email for service shall be [clerk@dunsfoldparishcouncil.gov.uk](mailto:clerk@dunsfoldparishcouncil.gov.uk) and PROVIDED FURTHER THAT any limitations as to document format and file size as are confirmed in writing by the Clerk to Leigh Day are observed. 2c) To authorise the Clerk to respond to any future request(s) for the service of documents by email in relation to the above legal action in similar terms as the above.

Cllr Lindesay declared an interest in the motion. Amended motion proposed by Cllr Shone; seconded by Cllr Wright; Cllr Enticknap abstained; 3 councillors agreed.

Cllr Waterson proposed, Cllr Singhateh seconded and all agreed to move items 16 and 17 forward to this point.

#### 14. WAVERLEY BOROUGH COUNCIL & SURREY COUNTY COUNCIL

Cllr Deanus reported that he had had a meeting with SCC highways officer, Richard Cooper, regarding the temporary speed restriction at Pratts corner. He agrees that there should be a permanent speed reduction not a temporary 3 year reduction. This will need to go through a consultation and Cllr Deanus will revert. He had further questioned what legal powers that could be used if larger vehicles stopped traffic and who would be responsible for enforcing any breaches. Cllr Deanus will investigate.  
The Planning department in Waverley have lost more officers who had covered our village.

9.30pm Cllr Waterson proposed; Cllr Wright seconded and all agreed to extend the meeting til 10pm.

Item 14 continued: HGV rerouting project regarding a zone increase meeting been held. Project ongoing. Speed policy; Cllr Deanus reported that he would be moved from the speed to the fire services.

#### 15. SATURDAY SURGERIES

Defer to November meeting.

16. FINANCIAL DEPOSITS

Cllr Lindesay withdrew the motion.

17. RECEIPTS AND PAYMENTS

As circulated with the agenda.

Receipts for outstanding items agreed signed. List attached to these minutes.

18. KGV

Attached to the agenda

Items 1, 2 and 3 deferred to a future meeting of the KGV Management Committee.

Item 4: To ADOPT a hire fee schedule for ad hoc hire of the KGV facilities (draft attached to the agenda)

Proposed by Cllr Shone; seconded by Cllr Singhateh and unanimously agreed.

Item 5: A report on matters concerning the KGV since the last meeting was noted.

Item 6: To ADOPT the terms of reference for the King George's Field, Dunsfold Management Committee (attached to the agenda), and for all councillors to join that committee, and to constitute a KGV working-group comprising of Cllrs Singhateh, Shone and Waterson, to be tasked with day-to-day liaison and making recommendations to the Committee.

Proposed by Cllr Shone; seconded by Cllr Wright and unanimously agree to adopt the terms of reference.

19. FUTURE AGENDAS

20. PRESS AND PUBLIC

Exclusion of press and public in accordance with section 100A (2) and (4) of the LGA 1972 if required.

There being no further business, the Chair of the Council closed the meeting at 9.50pm. The next Parish

October 2023

October 2023		
<b>Expenditure</b>		
Mr & Mrs WG Goodall	Office rent	180.00
Dunsfold Gardens	Tree felling	680.00
Sage Global Services	Payroll	9.60
BT	Phone & broadband	189.95
Celeste Lawrence	Office chairs	208.80
PKF Littlejohn	External audit	378.00
Celeste Lawrence	September PAYE	977.62
HMRC	September tax & NI	36.52
Surrey Pension Fund	September payment	226.00
Urban Vision Enterprise	NP review	2970.00
		<b>5856.49</b>
<b>Income</b>		
<b>Invoices to approve</b>		
<b>Dunsfold Gardens</b>	Strimming	<b>510.00</b>
<b>KGV Handymans Hardware</b>	Screwdriver, bolt	<b>7.95</b>
<b>Celeste Lawrence</b>	Ink	<b>46.68</b>

Council meeting will be held on 14th November 2023 at 7.30pm in the Nugent Room, Winn Hall.

Chair of the Council.....

Dated.....